

SUMMARY OF THE FORMS WORKGROUP

Organizer: CDSS Adult Programs, Quality Assurance Bureau

Location: Health & Human Services Data Training Center
9323 Tech Center Drive
Conference Room 2, Sacramento, California

Date / Time: May 24, 2005, 10:00 am– 12:30 pm

Meeting Objectives: Review the latest Protective Supervision Draft 'C' form, and further identify the needs for development of the Provider Enrollment form.

Meeting Summary:

Jeannie Smalley, co-chair introduced herself and co-chair Pam Borelli, from San Mateo County and opened the workgroup by welcoming attendees. All attendees introduced themselves. The meeting's objective was identified as noted above. A revised agenda, several Registry Applications/Care Provider forms, and the Medi-Cal Disclosure Statement from California Department of Social Services (DHS6207) were provided in the attendee handout packets.

Jeannie explained, since the April meeting had less than 20 participants, the agenda was changed to obtain input from all of today's participants. The first half of the meeting would be dedicated to reviewing "Draft C" of the Protective Supervision form, and second half of meeting would be spent on reviewing the Provider Enrollment form.

Protective Supervision form

Several changes were suggested to the "Draft C". Add: "Medical ID#" along with the "County ID #"; more spaces for easy clarity in the description of Protective Supervision paragraph. Eliminate Draft C, Question 1 and Question 4. Question 2 now becomes 1, adding "If yes, please specify" to comment line; Incorporate Question 4 from Draft A, replacing Question 3 (which becomes 2) on Draft C; After Question 5 (which becomes 3) an additional comment line is added for "Additional comments:" The changes will be incorporated into a "Draft D" (attached). Further review and discussion of the revised draft will be solicited at the next Forms Workgroup meeting.

The optional 24-Hours-A-Day Coverage Plan was reworked as discussed, and separated from the Protective Supervision draft form for clarity.

Provider Enrollment Form

Several forms from various county Public Authorities were presented in the handout packet and discussed during meeting. It was decided that the draft form from Humboldt County would be used as a starting point and mandatory information needed from the DHS form and the current CDSS form would be used to make a new draft form (Provider Enrollment Draft A attached). Draft A of the Provider Enrollment form will be reviewed and discussed at the next Forms Workgroup meeting.

Meeting was adjourned at 12:45pm

The next Forms Workgroup meeting is scheduled tentatively for ~~June 24~~, 2005

PLEASE NOTE: THE NEXT MEETING DATE HAS BEEN CHANGED TO JULY 7, 2005, DUE TO A MEETING CONFLICT. See agenda for current meeting information.

SUMMARY OF THE FORMS WORKGROUP

Meeting Attendees:

Name	Organization
1. Pam Borrelli, Co-Chair	San Mateo County IHSS
2. Jeannie Smalley, Co-Chair	CDSS – QA Monitoring Unit
3. Bill Weidinger	Contra Costa Co EHSD
4. Laurie Silva	CDSS – QA Monitoring Unit
5. Floridama Valencia	Sacramento County IHSS
6. Scott Braithwaite	Sacramento County IHSS
7. Judy Griffin	Placer County IHSS
8. Maher Dimachkle	Dept. of Health Services
9. Lawnedia McAllister	Sacramento County IHSS
10. Judy Leavell	Sacramento County IHSS
11. Fay Mikiska	IHSS Advisory Committee
12. Bernadette Lynch	Sacramento County, PA
13. Tamara Rasberry	SEIU
14. Karen Orlando	SEIU 616, Alameda County
15. Kevin Aslanian	CCWRO
16. Lori Little	Sacramento County IHSS Fraud Investigations
17. Jim Newton	Sacramento County IHSS Fraud Investigations.
18. Rosa Hidalgo	IHSS Public Authority CAPA
19. Pamela Cao	IHSS, QI/QA
20. Laurie Silva	CDSS - QA
21. Jennifer Posehn	CDSS
22. Ramona Walker	CDSS - QA
23. Karan Spencer	CDSS - QA
24. Michele Loftin	CDSS - QA
25. Cyndee Forbes	Sacramento County, IHSS
26. Jeannette Johnson,	Sacramento County, IHSS
27. Jarrett Oddo	Sacramento County QI/QA
28. Wendy Powell,	Sacramento County QI/QA
29. Julia Pascencia	SEIU 434B Los Angeles
30. Mary Wood	Sacramento County, IHSS
31. Ralph Bess	Fraud
32. M. Arguelles	Homecare, SEIU616
33. Diana Kalcic	CWDA